



Administrative Associate – Clerk/Auditor

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 506
Supervisory: No
Reports to: Chief Deputy – County Clerk/Auditor

Summary

Under general guidance and supervision of the Chief Deputy – County Clerk/Auditor, performs routine and complex administrative duties to support the Board of Commissioners. Functions as a recorder for commission meetings, public hearings, and confidential executive meetings. Tracks and archives official meeting documents and County contracts. Strict confidentiality is required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Accurately record meetings; set up meeting rooms and operate transcription equipment; type minutes verbatim or edit and summarize according to meeting type; upon approval of minutes by Commission, comply with legal posting requirements, distribute to applicable parties, and provide copies to the public, as requested.
2. Attend and record closed meetings; take and transcribe minutes; ensure confidentiality of information and safekeeping of associated records.
3. Number, log, and prepare County documents for archive retention; coordinate the execution and signing of contracts, legal documents, and other official items among the appropriate executives and parties; maintain official record and ensure documents are recorded according to County ordinance, policy, or practice and filed, scanned, or otherwise archived according to retention schedule and legal requirements; coordinate with legal counsel when appropriate to ensure compliance.
4. Answer questions from citizens regarding meetings and appeal processes; resolve complaints or refer to appropriate party; search historical information and furnish the same according to guidelines; refer requesting party to the County Attorney's Office for a Government Records Access Management Act (GRAMA) application when appropriate.
5. Prepare and disburse letters, indexes, and reports on behalf of the County Commission, as requested; draft letters indicating decisions of the County Commission in tax deferral and refund matters.

For Office Use Only

Job Code: 6282
Job Title: Administrative Associate
– Clerk/Auditor
FLSA: Non-Exempt
Effective Date: 3/20/2020
Public Safety: No

Worker's Compensation: No
Background Level: I

Safety Sensitive: No
DOT: No
ML: Individual Contributor

6. Type letters and memorandums; create spreadsheets and reports.
7. Track, file, compile, scan, and copy documents.
8. May assist the Board of Commissioners with the coordination of meeting agendas, which may include assisting with the following functions:
 - a. Coordinate with County departments, other governmental agencies, and the public in preparing and presenting official meeting agendas for public notice.
 - b. Receive agenda request submissions and review for completeness and inclusion of necessary contracts, resolutions, ordinances, maps, etc.
 - c. Prepare and distribute agenda packets to principal participants.
 - d. Post agendas in public places according to legal requirements, and distribute the same to various organizations and individuals, including the media.
9. Administer required oaths of office to applicable County employees, boards, and commissions in the County.
10. Assist with ad hoc projects, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of general organization and functions of county government
- Knowledge of County Ordinances, state code, and other laws and regulations pertaining to legal notices
- Knowledge of record access and retention
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment and various recording and transcription equipment
- Skilled in word processing and data entry
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to understand and follow clear work instructions
- Ability to maintain confidentiality of sensitive records and information
- Ability to create and maintain record keeping, filing systems, and other work processes

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of complex clerical or administrative support work experience, including one (1) year directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor's degree in Business, Social Science, Liberal Arts, or a related field.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of sixty (60) WPM net.

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Additional Eligibility Qualifications

1. Incumbent may be required to obtain State of Utah Certificate of Authority of Notary Public.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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